

PECFA Claim Submittal Checklist

Incomplete claims may delay processing, change the schedule of review or be returned per § COMM 47.12(2). Items listed below that are not included or verified as part of a claim may result in an incomplete claim. Before submitting your PECFA claim, make sure all of the required items are included or verified.

1. _____ Has PECFA award payment milestone been achieved per § COMM **47.355(2)(c)or(d)**?
2. _____ Form 1 Remedial Action Fund Application (ERS-8067), **with claimant's signature.**
3. _____ Form 1A Remedial Action Fund Disclosure Form (ERS-10791), **with claimant's & consultant's signatures.**
4. _____ Form 7 Assignment of PECFA Reimbursement (ERS-8523), including claimant's signature, **with verification from lender that assignment information is current.**
5. _____ **Current** Substitute Form W-9, Taxpayer Identification Number (TIN) verification (ERS-10006)- **with claimant's signature.**
6. _____ Copies of **all** Site Investigation, Remedial Action and Monitoring Reports pertinent to the claim being submitted.
7. _____ Copies of Commerce Standardized Usual & Customary Invoices (**ERS-10804**). If consultant uses this as their invoice, all pertinent documentation* & sub-contractor invoices must be attached. If consultant not using as their invoice, their company generated invoice must also be attached along with all pertinent documentation* & sub-contractor invoices.
*Documentation includes: boring logs, chain of custody, weight tickets, well abandonment forms etc., if any of these costs are claimed on an invoice.
8. _____ Proof of payment attached to the corresponding contractor/sub-contractor invoices. Documentation of proof of payment includes: **copies of cancelled checks, money orders, or other alternative proof of payment that has been approved by the Department PRIOR to claim submittal.**
9. _____ Copies of the consultant's, driller's and laboratory's Certificate(s) of Insurance per § **Comm 47.41.** **The effective dates of the certificate(s) of insurance must match the dates of work performed.**
Note: The Consultant's insurance certificate MUST state, "Professional Liability and includes Pollution Impairment".
10. _____ Copy of the claimant's **Loan Contract(s) and Loan Transaction History(s)**, for all Fees & Interest claimed.
11. _____ Copy of the DNR or Commerce letter of site closure/no further action, (for site closure only).

Provide the following if applicable:

12. _____ Copy of the Tank Closure Assessment Report and Closure Checklist. **(Include only with the first claim submitted for the site.)**
13. _____ Copy(s) of the Underground Petroleum Product Tank Inventory form (ERS-7437) and/or copy(s) of the Aboveground Petroleum Product Tank Inventory form (ERS-8731) for ALL tanks known to have been on this site. **(Include only with the first claim submitted for the site).**
14. _____ IF ineligible product(s) has been identified within an eligible product(s) contamination plume, you **MUST include the Commerce approved methodology for separation of costs.**
15. _____ **Form 2B (ERS9878), Bid Comparison form (and corresponding commodity bids), for work performed prior to 5-1-06 or where the U&C cost schedule does not apply.**

NOTE: IF REQUIRED ITEMS ARE NOT AVAILABLE AFTER A COMPLETE AND DILIGENT SEARCH, FULLY EXPLAIN THE SITUATION IN A COVER LETTER TO POSSIBLY AVOID HAVING THE CLAIM RETURNED AS INCOMPLETE.

Preparer,

Your signature indicates you have provided or verified all applicable information for this claim as indicated above. *This form must be returned as part of the PECFA claim submittal package.*

X _____

Signature of Claim Preparer

_____ Date